



Embassy of the United States of America

GSO/Contracting
Bridgetown, Barbados

July 17, 2015

Dear Prospective Quoter,

SUBJECT: Solicitation Number SBB21015Q0014 – Photovoltaic installation Bridgetown

The Embassy of the United States of America invites you to submit a proposal for the design and construction of a new fixed roof mounted photovoltaic (PV) renewable power generation system, sized at 65kW (Kilowatt) AC system capacity, and located on the warehouse compound. The system shall include balance of system (BOS) components, inverters, power integration, metering, and an internet connected Data Acquisition System.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and hold a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at the Warehouse of the U.S. Embassy, Wildey Business Park, Wildey, St. Michael on July 30, 2015 at 8:30am. Submit any questions you may have concerning the solicitation documents in writing by July 30, 2015. Responses will be sent in writing to all contractors on our list of interested parties.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to James Kania, U.S. Embassy Bridgetown, Wildey Business Park, Wildey, St. Michael on or before noon on August 21, 2015. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is 56 calendar days, commencing 14 calendar days after Award of contract.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to James Kania by letter or by telephone 246-227-4275 during regular business hours.

Sincerely,

James Kania

Contracting Officer